

Security Information

DEPARTMENTAL SUPPLY PROCEDURE

Chapter 2 - Requisitioning Preparation

1. Effective 1953, all requests for supplies and equipment submitted by the Building Supply Offices, Stations in the United States and Technical, Operating or Administrative Divisions, based on requests from Field Theater Headquarters, Field Stations and Field Expts or the projects initiated by one of the above divisions, will be prepared on Requisition Form No. 36.

2. A single requisition may contain:

- a. Both expendable and non-expendable items.
- b. All family groups.
- c. Stock items, items listed in the Agency Stock Catalog, and/or non-standard items.

3. Separate requisitions will be submitted for:

- a. Partial shipments extending over a period of time.
- b. Different consignees.
- c. Different account numbers and/or project numbers.

4. Requisition Form No. 36 consists of two sheets of manifold paper (unperforated) and one sheet of heavy perforated stock.

5. The office preparing the requisition will:

- a. Retain one manifold copy.
- b. Forward one manifold and the perforated copy to:

Stock Control Branch
Supply Division
Wing C, Quarters Eye

6. Prior to submission of requisition to the Stock Control Branch, requisition for the following types of material will be forwarded through the Office indicated below, for technical guidance and/or approval.

- a. Executive type furniture - Chief, Logistical Office
- b. Surveillance and Photographic Equipment - Chief, Office of Technical Services

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- c. Communication Equipment - Asst. Director of Communications
- d. Medical Equipment - Chief, Medical Office
- e. Reproduction Equipment - Chief, Administrative Services Office
- f. Business Machines - Chief, Organization and Methods Service, Office of the Comptroller
- g. Fire Arms (for issue in US only) - Chief, Security Office
- h. Research and Development Items - Chief, Office of Technical Services
- i. Internal Security Items - Chief, Inspection and Security Office
- j. Aircraft or Aeronautical Equipment and Vessels or Maritime Equipment - Chief, Air Maritime Division, Paramilitary Operations Staff

7. Only the non-perforated copy submitted to the Stock Control Branch will be signed. Each office will submit with the first requisition a memorandum containing the name and signature of persons authorized to sign requisitions.

8. The departmental division submitting the requisition will prefix the requisition number with the four digit designation assigned by the Office of the Comptroller to identify the Office and Division.

9. Overseas requisitions will indicate an "estimated time of departure" date" on a realistic basis. The ETD date will be the last day by which the supplies should reach the port of embarkation. [REDACTED] requisitions will indicate "required dates" on a realistic basis. The required date will be the last day by which the supplies should reach the consignee. 25X1A

a. For emergency requisitions (those requisitions for material when the success of an operation will be seriously jeopardized by the immediate lack of the material), the ETD or required date will represent an estimate of the time required to effect supply with expeditious handling. In no case will an impossible date be specified. When practicable, the establishment of a realistic date will be coordinated with the area coordinator and Chief, Stock Control Branch, (telephone extension 8039 or 8754) prior to submission of the requisition.

b. The required date for other requisitions will represent actual order and shipping time experience in the receipt of supplies by consignee, but in no case be less than 30 days from date of submission of the requisition.

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10. The following time schedules will be followed in processing requisitions:

- a. Requisitioning office and approving office (paragraph 6 above) - 4 work days
- b. Stock Control Branch - 2 work days
- c. Depot Operations (stock from depots) - 10 work days
- d. Purchase Div. (preparation of purchase order):
 - (1) Department of Defense procurement - 5 work days
 - (2) Commercial procurement - 30 work days
- e. Purchase Div. (procurement lead time):
 - (1) Department of Defense procurement - 55 calendar days
 - (2) Commercial procurement (varies with type of material) - 30 to 180 calendar days
- f. In transit time - (based on experience) varies with distance and method of transportation

11. Requisitioner will fill in all the following blocks on Form 36-

- a. Classification - Insert "RESTRICTED", "CONFIDENTIAL", "SECRET", "TOP SECRET," as applicable. If document is not classified, indicate "None".
- b. Sheet number and number of sheets to the requisition.
- c. Basis - Short statement of reason for the request, reference to overseas letter, date or cable number and/or authority for request.

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e. Contact -

- (1) Name of office preparing requisition.
- (2) Name of individual to be contacted for additional information.

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(3) Room number and building of above individual.

(4) Telephone extension of above individual.

f. Authorized -

(1) Name and title of individual authorized to sign requisitions (see paragraph 7 above).

(2) Date requisition is submitted to Stock Control or approving office.

g. Requisition number -

(1) Four digit requisition identification, see paragraph 8 above and

(2) Requisition number beginning with the number "1" at the start of each fiscal year and

(3) Two number to represent the fiscal year.

(4) All the above numbers will be repeated on each items stub in space marked "R".

(5) Example of complete requisitioner identification, requisition number and fiscal year:

Office and Division	0123-
Requisition Number	45-
Fiscal Year	53

Complete Requisition Number - 0123-45-53

(6) For offices with large volume of requisitions, it is recommended that a rubber stamp be used for numbering requisitioner identification.

h. Ship to - Name and address of consignee.

i. Marked for - Code name of port of debarkation for consignees under Army cover.

j. Required date - see paragraph 9 above.

k. Special instructions - any special packaging, packing, marking, instructions, recommended method of transportation, extra document distribution, etc. It is recommended that no classified information be placed in this space. If additional space is required, attach memorandum to the perforated copy of requisition.

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l. Account number - as assigned to the Division by the Office of the Comptroller.

m. Project number (when applicable) - as assigned by the Project Review Committee.

n. Item number - list consecutively.

o. Requisition number - repeat information as shown in block g, above.

p. Unit of issue

q. Stock number -

(1) Stock numbers are assigned in the Agency Catalog to all items which are regularly procured, stored and issued by the Agency.

r. Description -

(1) The complete description as shown in the Agency narrative catalog, when published. Do not use electrical accounting machine abbreviations.

(2) If predetermined description is not available, a complete description with reference to page and name of trade catalogs may be used.

(3) If additional space is required continue on next strip.

(4) In the event substitutions will not be acceptable, "Do Not Substitute" is written in this block.

s. Requisitioned - quantity requested.

Do not fill in other blocks.

12. The requisitioner will receive an information copy of each type of transaction taken by the Stock Control Branch to effect supply. The documents will contain a top stub as follows:

a. Shipping document - showing items to be shipped from depot stock and depot consignor.

b. Purchase request - showing items to be procured for reshipment to consignee or direct to consignee.

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c. Due date established - showing items now on order, to be shipped at later date.

d. Cancellations - showing items cancelled and reasons.

13. The division submitting the requisition will inform the ultimate consignee of requisition and status of same, utilizing copies of 12 a, b, and c, above.

14. Requisitions for automotive vehicles, in addition to the form and information listed in paragraph 11 above, will be accompanied by a memorandum in duplicate containing the following information:

a. For overt vehicles show:

- (1) The type of vehicle, model and capacity.
- (2) Maximum cost, based on available funds.
- (3) Special accessory equipment required.
- (4) Possible substitutions, three if possible, listed in order of preference.

(5) Statement as to whether the vehicle is in addition to or replacement for other vehicle.

(a) If replacement, show the type, model, engine serial number of replaced vehicle, and method of disposition and authority for disposition.

(b) If additional, show statement for need of additional vehicle.

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